

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY
HOMELAND SECURITY SCIENCE AND TECHNOLOGY
ADVISORY COMMITTEE CHARTER**

1. Committee's Official Designation:

Homeland Security Science and Technology Advisory Committee (HSSTAC).

2. Authority:

This charter reestablishes the Homeland Security Science and Technology Advisory Committee under the authority of Title 6 United States Code, Section 451. This committee is established in accordance with and operates under the provisions of the *Federal Advisory Committee Act (FACA), Title 5, United States Code, Chapter 10.*

3. Objectives and Scope of Activities:

The HSSTAC provides independent, consensus scientific and technical advice and recommendations to the Under Secretary for Science and Technology who leads the Department of Homeland Security (DHS) Science and Technology Directorate (S&T). The committee's activities will focus on the S&T mission to strengthen America's security and resiliency by providing knowledge products and innovative technology solutions for the Homeland Security Enterprise. HSSTAC will address science and technology needs and trends, management processes and organizational constructs, matters of special interest to the Under Secretary for Science and Technology, and ensure the identification of new technologies in those areas that strengthen homeland security. It will support the priority needs of DHS S&T's Chief Scientist, Director of Strategy and Policy, as well as other functional offices conducting the Directorate's Research, Development, Test and Evaluation (RDT&E) mission. Upon request by the Secretary of Homeland Security, the committee will provide scientific and technical advice to the Homeland Security Advisory Council.

4. Description of Duties:

The duties of the HSSTAC are solely advisory in nature.

5. Officials to Whom the Committee Reports:

The HSSTAC reports to the Under Secretary for Science and Technology.

6. Agency Responsible for Providing Necessary Support:

DHS S&T is responsible for providing financial and administrative support to the HSSTAC.

7. Estimated Annual Operating Costs and Staff Years:

Assuming a full committee and full meeting schedule, the estimated annual operating costs of the HSSTAC are not to exceed \$800,000 including travel, logistics support, and personnel costs for approximately 2.0 full-time equivalents for committee support. Additional subcommittee expenses will not exceed the allotted budget without additional funding that complies with the Antideficiency Act (ADA).

8. Designated Federal Officer:

The Under Secretary for Science and Technology will appoint full-time or permanent part-time employees of S&T as the HSSTAC Designated Federal Officer (DFO) and Alternate DFO(s). The DFO or an Alternate DFO will approve or call the HSSTAC meetings and any subcommittee meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Under Secretary for Science and Technology.

9. Estimated Number and Frequency of Meetings:

The HSSTAC anticipates meeting quarterly with the approval of the DFO. Where possible and applicable, virtual options will be pursued in lieu of in-person meetings. Members may be reimbursed for travel and per diem, and all HSSTAC business travel must be approved in advance by the DFO or Alternate DFO. Committee meetings are open to the public unless a determination is made by the appropriate DHS official in accordance with DHS policy and directives that the meeting should be closed in accordance with Title 5, United States Code, Section 552b(c).

10. Duration:

Continuing.

11. Termination:

This charter is in effect for two years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this two-year period in accordance with Section 14 of FACA.

12. Membership and Designation:

The HSSTAC consists of up to 40 members who are appointed by and serve at the pleasure of the Secretary. In order for the Under Secretary for Science and Technology to fully leverage broad-ranging experience and education, the HSSTAC must be diverse with regard to professional and technical expertise. The Under Secretary will pursue opportunities, consistent with applicable law, to compose a committee that reflects the diversity of the nation's people. To ensure both stimulating and pragmatic opinions, the committee includes public and private sector perspectives from industry, academia, the first-responder community, and government (including former members of the Federal Government or former or current members of state or local government who can provide the perspective of government implementation of any recommendations).

Members will be eminent authorities in fields of science and technology relevant to the homeland security enterprise, acquisition processes, first-responder needs, strategy and management of research and development organizations, government-industry partnerships, and operational experience in a homeland security context. To ensure both broad and deep expertise, membership will represent both technical expertise and management or operational experience. The technical experts will include research scholars who have published in peer-reviewed journals.

All members shall serve as Special Government Employees (SGE) as defined in Title 18, United States Code, Section 202(a) and must complete a New Entrant Office of Government Ethics (OGE) Confidential Financial Disclosure Report (OGE 450) and ethics training annually. SGE appointments are personal to the member and cannot be transferred to another individual or other employees of the member's organization of employment.

Members will be required to sign a non-disclosure agreement (NDA). Members may also be required to obtain a security clearance. If uncompensated, members should also sign a gratuitous services agreement (GSA). Appointments will be staggered to ensure continuity.

Members will serve two- or three-year terms. A person who has completed two consecutive full terms of service on the HSSTAC is ineligible for re-appointment during the one-year period following the expiration of the second term.

A member appointed to fill an unexpired term shall serve the remainder of that term. In the event the HSSTAC terminates, all appointments to the committee shall terminate.

The Under Secretary for Science and Technology shall appoint one of the members of the HSSTAC as the chair and one of the members as the vice-chair. The vice-chair will act as the chair in the absence or incapacity of the chair or in the event of a vacancy in the office of the chair. The term of office of the chair and vice-chair will be one year, and members may serve more than one term.

13. Subcommittees:

The DFO may approve the establishment of subcommittees for any purpose consistent with this charter. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the HSSTAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSSTAC and may not report directly to the Federal Government or any other entity. All non-federal and non-HSSTAC subcommittee members must complete a non-disclosure agreement and gratuitous services agreement.

14. Recordkeeping:

The records of the HSSTAC, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, in accordance with the *Freedom of Information Act* (Title 5, United States Code, Section 552).

15. Filing Date:

03/13/2024

Department Approval Date

03/26/2024

CMS Consultation Date

04/11/2024

Date Filed with Congress